

**DRAFT Minutes of the Madison County Electoral Board (EB) Meeting
6 April 2022 at 1:00 p.m.; 414 N. Main St., Madison VA**

- **Call to Order:** Chairman, Leri Thomas, called the meeting to order at 1:00 p.m.
- **Attendees:** Chairman, Leri Thomas; Vice-Chairman, Annette Hyde; (Outgoing) Secretary, Margaret “Fred” Douglas; Madison County Registrar, Lauren Eanes; *and Madison County Republican Party Chairman, Jim Smith (observer).*
- **Administration:**
 - The minutes of 2 February 2022 were approved and signed, without changes.
 - The agenda for 7 April 2022 was approved, without changes.
 - Margaret Douglas, resigned effective 4 April 2022 due to medical reasons. Owing to the resignation, it was agreed that Annette Hyde would assume the position of *Acting* Secretary with Leri Thomas assisting her. A new Electoral Board member will be named within 30 days. Lauren Eanes will notify the state of this personnel change.
- **Appointment of Officers of Election (EOs):**
 - There have been no changes (no new applicants and no resignations) to notional EO assignments since 2 February 2022.
 - Annette Hyde will send out a letter to the EOs before 21 April 2022 to ask EOs to confirm their availability to work in the 21 June 2022 Primary, and to ask them to choose their preferred training date. A second letter will be sent out with precinct assignments once EO inputs are received.
 - Leri Thomas indicated that she would like to see alternate EOs appointed to the Central Absentee Processing (CAP) precinct.
- **Order Ballots for Primary:**
 - Lauren Eanes provided actual voting data for recent and comparable elections.
 - After review and discussion, EB members voted to order 1500 ballots for the Republican Primary, and for the Democratic Primary (in the unlikely event that there is one).
 - Lauren Eanes will order the ballots.
- **Review and Approve CAP Plan:** During the EB training in Caroline County in January 2022, the CAP subject matter trainer raised questions about whether the CAP and the Registrar’s Office must be in separate spaces per Virginia code. The EB reviewed the Handbook regarding this matter, but the decision regarding this matter was deferred to the next meeting in order that EB members may research and discuss further.
- **Update on Redistricting Plans and VERIS:** Lauren Eanes reported that post-census Redistricting Plans have been completed and approved. Currently, the migration of voters to their new precincts is physically occurring in VERIS between Thursday night and Monday morning of every week. Consequently, Registrars cannot access VERIS records on Fridays until the migration is completed.
- **Training Plan for June Primary:**
 - The EB voted to train all EOs before the June Primary. They also voted to have 2 formal training sessions and one make-up session, as follows:
 - Monday, May 23 2022 at 10:00 a.m. at the Auditorium at 414 N. Main St, Madison VA
 - Wednesday, May 25 2022 at 5:00 p.m. at the Auditorium at 414 N. Main St, Madison VA
 - (Make-Up) Tuesday, 7 June 2022 at 10:00 a.m. in the Conference Room at 414 N. Main St
 - EB members briefly discussed the idea of having a future short and generic training session that the public and campaign canvassers could attend – for awareness of the rules and laws.

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- Due to the resignation of the Secretary and the relative inexperience of the other EB members (neither of whom have been in office for an election), Lauren Eanes will conduct the training.
- **Security Plan Update:**
 - EB members and Lauren Eanes reviewed the updated Security Plan, which was drafted by Leri Thomas.
 - All questions and comments were adjudicated during the meeting. For completeness, information about the security of the equipment will be added to the Confidential Security Plan.
 - Updates to the Plan, based on the comments, will be implemented and the plan will be submitted before the due date in May 2022.
- **Review EB Budget:**
 - EB members reviewed the budget. Leri Thomas asked that formal review of the budget be part of the EB process and responsibilities in the future.
 - Leri Thomas asked that the agreement with and the fee paid to the organization that provides voting equipment technical assistance be formalized by the County Administrator in a contract. Lauren Eanes will ensure this occurs.
- **Review New ELECT Advisories:** Lauren Eanes provided an overview of the ELECT Advisory on election location and security access.
- **Adjourn:**
 - The meeting was adjourned by Chairman, Leri Thomas, at 3:30 p.m.

To do before the next meeting:

- 1) GR - Confirm party filings and candidate records in VERIS
- 2) EB - Notify chairs and candidates of L&A testing on or before 19 April 2022
- 3) EB - Conduct Logic and Accuracy (L&A) testing on 2 May at 2 p.m.; certify voting equipment

Prepared by: Margaret Douglas, Secretary; Reviewed and Approved by: Leri Thomas and Annette Hyde